**TERMS OF REFERENCE**

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| **Location** | Home Based |
| **Application deadline** | 20 May 2018 |
| **Type of Contract** | Individual Contractor |
| **Post level** | International Consultant |
| **Languages required** | English |
| **Duration of initial contract** | 30 days |
| **Contract Title** | IC for Project Evaluation |

**BACKGROUND**

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| The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN Volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity, as well as the values that sustain it: free will, commitment, engagement and solidarity.  In collaboration with the Government of Japan, in partnership with UNDP, and the UN Office for Disaster Risk Reduction (UNISDR), United Nations Office for the Coordination of Humanitarian Affairs (OCHA) UNV supported the implementation of the United Nations Plan of Action on Disaster Risk Reduction for Resilience in South and East Asia and Pacific through volunteerism by ensuring: timely, coordinated and high quality assistance to all countries where disasters pose threat to people’s health and development and disaster risk reduction for resilience in central to post 2015 development agreements and targets.  **Programme Goals, Outcomes, and Outputs**  Central to UNV’s Strategic Framework (SF) 2014-2017 the *UNV Support to Enhancing Capacity of United Nations Plan of Action on Disaster Risk Reduction for Resilience in South and East Asia & Pacific Regional Project* (UNV DRR Regional Project) supported a number of countries affected by the Indian Ocean Tsunami in 2004 namely: India, Indonesia, Malaysia, Maldives, Myanmar, Sri Lanka, and Thailand. Through the placement of one international and one national UN Volunteer DRR specialist in the each of the seven countries, the UN Volunteers supported to mitigate the effects of crisis and address the root causes and to establish a results and resources framework to guide regional and country-specific initiatives in support of national/regional efforts and UN engagement in disaster risk reduction. The project demonstrated the critical role of volunteer contribution in disaster risk reduction activities through the fielding of skilled, trained and committed citizens.  The main purpose of the final evaluation is to identify any significant changes and impact the role of volunteering had for the beneficiaries in building new skills and capacities for Disaster Risk Reduction alongside expanding the reach of DRR efforts in the project countries. The evaluation will:   1. Provide an objective analysis of performance of the regional DRR project and its outcomes. 2. Provide recommendations to inform future UNV DRR mobilization and programming at regional and country levels. 3. Generate knowledge about good practices and lessons learned. |

**DUTIES AND RESPONSIBILITIES**

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| **Scope of Work**  This evaluation is an integral part of the original project document. The evaluation objectives are to assess the success and impact of the completed project activities under each specific output through a comprehensive assessment of the work done by the UN Volunteers to:   * Assist national and local institutions, marginalized groups, and international partners to develop common visions, plans and programmes for addressing disaster and climate risk within multi-sectoral and sectoral sustainable development strategies. * Promote the integration of disaster risk reduction and the role of volunteerism in this area in Common Country Assessments (CCA), UN Development Assistance Frameworks and partnerships (such as UNDAFs and UNPAFs and agency cooperation strategies with countries), and recovery plans as part of an integrated and comprehensive approach to assessing and addressing factors that undermine communities’ and countries’ resilience, including climate risk, environmental sustainability and social inequalities and exclusion. * Provide guidance on a set of standards and methods for comprehensive disaster risk assessment and information-sharing in the context of the post-2015 development agenda discussions and post-2015 framework for disaster risk reduction for countries and partners. * Work on ensuring that disaster risk reduction is a key component of the post-2015 development agenda supported by a post-2015 framework for disaster risk reduction. * Promote that the role of volunteerism and volunteers is recognized as an important component of the post-2015 development agenda supported by a post-2015 framework for disaster risk reduction. * Identify interlinkages between women, youth, people with disabilities and marginalized people voluntary actions on disaster risk reduction and its contribution to build resilience communities. * Give visibility to women, youth, people with disabilities and marginalized people contributions through civil engagement to demonstrate their strategic role and contribution to DRR and response to disasters. * Promote and support women, youth, people with disabilities and marginalized people volunteering through civic engagement in order to have a multiplier effect, expanding participation and involving larger numbers of people who have traditionally been excluded. * Coordinate with UNISDR, OCHA, and UNDP Regional Offices in Bangkok to ensure that the country’s progress and efforts on volunteerism and DRR are captured in regional progress reviews.   Overall, the evaluation will capture the effectiveness, efficiency, relevance & sustainability of the project and impact on the ground. Furthermore, it will propose actionable recommendations for the scaling and/or duplicating the programme and for mechanisms to link with other regional volunteer schemes as well as an analysis on how gender responsiveness and social inclusion were addressed during project period.  The scope of evaluation includes an analysis of country and regional implementation of activities starting from the project implementation date of October 2014 until the determined evaluation completion date as the scheduled project end date is until 31 September 2018.  The appropriate use of face-to-face, telephone, and other communication technologies are required due to travel and budget restrictions. There may be up to 3 Country Missions, however, the detailed plan for evaluation mission(s) will be determined during the Inception Phase.  The evaluation should be done using a mixed methods approach with a variety of participatory tools, with a focus on triangulation (See Annex I for examples of accepted methods and tools). The evaluation design needs to take into consideration the different stakeholder groups, their specific inputs, in order to avoid biases in the overall analysis.  Evaluation Ethics  The project evaluation will be carried out following the UNDP Evaluation Policy and guidelines provided in the [UNDP Handbook on Planning, Monitoring and Evaluating for Development Results](http://web.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf). All evaluations should be consistent with the UNEG (United Nations Evaluation Group) Norms and Standards (See Annex II).  **Expected Outputs and Deliverables**  The contract payments will be fixed output-based price regardless of extension of the herein specified duration of up to 30 working days between 27 June 2018 - 30 August 2018. Payments will be done upon completion of the deliverables and as per below percentages:     |  |  |  | | --- | --- | --- | | **Key Deliverables** | **Estimated Completion Dates** | **Percentage of Total Price (Weight for payment)** | | Phase I – Inception Tasks Completed | (up to 7 working days/ last week of May) | 15% ( 1 deliverable) | | * Desk review of all relevant documentation related to the project, including policy and programmatic documents, and monitoring reports. |  | | * Briefing skype meetings to finalize evaluation design and evaluation missions with Evaluation Reference Group |  | | * Preparation of inception report[[1]](#footnote-1) and detailed plan for country data collection, including questionnaires is prepared, feedback received and integrated into a final draft. |  | | Phase II - Data collection, analysis and preliminary report generation | (up to 13 working days/ third week of June) | 25% (2 deliverable) | | * + Country/Regional Data Collection (based on agreed methodology and questionnaires) with selected project stakeholders. |  | | * + Preparation of Country Evaluation reports: detailed description of the evaluation reports( if mission undertaken), including activities carried out, people met, preliminary findings etc., (template to be shared) |  | | **Phase III:** Draft Evaluation | (up to 7 working days/first week of July) | 30% ( 3 deliverable) | | * Draft evaluation report completed and submitted for feedback |  | | * 2-page evaluation brief and recommendations matrix is prepared and submitted for feedback |  | | **Phase IV:** Finalization of Evaluation | (up to 3 working days/second week of july) | 30% (4 deliverable) | | * Evaluation Report finalized (Comments and feedback addressed, evaluation brief and recommendations matrix are incorporated) |  | | * Final evaluation report is presented to UNV Regional Office |  |   **Institutional Arrangements**  UNDP Bangkok Regional Hub (UNDP BRH) through the UNV Regional DRR Project Manager will provide overall management and coordination to the Consultant. The overall responsibility for technical advisory role to the Evaluation be with through an Evaluation Reference Group (ERG) made up of the UNDP BRH Senior Advisor, Disaster Risk Reduction, UNV Regional Office Specialist, UNV Regional DRR Project Manager, UNV and UNDP BRH RBM Specialists.  The ERG will provide advice on the evaluation methodology and will participate in the review of the evaluation process and reports to ensure a high agreement with UNV/UNDP evaluation standards. Additionally, they will coordinate the review of the Evaluation with the Results Management Support Section, Disaster Risk Reduction Team of BRH, UNV Volunteer Advisory Services & representatives from the various stakeholders. The ERG will provide clear advice to the Consultant at the onset on how the findings will be used and safeguards the independence of the exercise.  The UNV Regional DRR Project Manager in coordination with country project teams will help identify key partners for interviews for the consultant. The ERG will support finalizing scope of evaluation, methodology, and evaluation plan with the Consultant. However, the evaluation will be fully independent and the consultant will retain enough flexibility to determine the best approach to collect and analyze data for the evaluation.  **Duration of the work**  The total 30 days of an assignment work for the completion of the evaluation and there would not be further extension. The estimate time period for an assignment is between 27 June 2018 - 30 August 2018. Five days would be given to the ERG to review the report and comments.  **Duty Station**  The duty station is home based and one mission to Bangkok, Thailand. There might be additional mission to few project countries. The mission would be decided after consultations with project manager & cost would be reimbursed based on the UNDP travel policy. The consultant need to report to the UNV Regional project Manager regularly. |

**COMPETENCIES**

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| **Required skills and experience**  **Corporate Competencies:**   * Integrity/ Ethical work approach * Knowledge sharing/ participatory learning; * Analytical and strategic thinking; * Results orientation/ RBM; * Working in teams; * Self and conflict management; * Communicating information and ideas; * Appropriate and transparent decision making.   **Functional Competencies:**   * Knowledge on Disaster Risk Reduction * Knowledge and experience of volunteerism with its diverse manifestations and cultural settings. * Competence in data collection techniques and computerized data processing * Excellent analytical and report writing skills * Good people and communication skills |

**REQUIRED SKILLS AND EXPERIENCE**

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| **Education:** University degrees at the post-graduate level in the social sciences, management or other relevant field of study  **Experience:**   * Proven track record and experience Disaster Risk Reduction planning and response. * Understanding and experience working with participatory methodologies and mixed methodology assessments. * Sound knowledge and experience in results-based management (especially results-oriented monitoring and evaluation). * Knowledge and experience of volunteerism with its diverse manifestations and cultural settings. * Sound knowledge and understanding of disaster and vulnerability profile in the region. * Proven experience of producing high-quality, credible evaluations. * Proven experience of working with/evaluating NGO work in Asia and the Pacific. * Experience of working in, or assessing, multi-country programmes. * Ability to write concise, readable and analytical reports.   **Language requirement:** Fluency in English is essential  **Price proposal and schedule of payments**  **Consultant must send a financial proposal based on**  **Lump Sum Amount**  The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (For the mission to Bangkok) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:   * Deliverable 1 [Inception Task Completed]: 15% of total contract amount * Deliverable 2 [Data collection, analysis and preliminary report generation]: 25% of total contract amount * Deliverable 3 [Draft Evaluation report]: 30% of total contract amount * Deliverable 4 [Finalization of evaluation]: 30% of total contract amount |

**Evaluation Method and Criteria**

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| Individual consultant proposals will be evaluated based on the following methodology:  Cumulative analysis  The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.  Technical Criteria for Evaluation (Maximum 70 points)\*  Criteria 1: Experience and understanding of disaster risk reduction in the region (max 10 points)  Criteria 2: Knowledge and experience of volunteerism and its linkage into DRR (max 10 points)  Criteria 3: Experiences in actual evaluation of UNDP/UNV projects( max 20 points)  Criteria 4: Technical proposal methodology and approach to achieve results (max 30 points)  \*Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.  **Documentation required**  Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:   1. **Personal CV or** [**P11**](https://info.undp.org/global/documents/cap/P11%20modified%20for%20SCs%20and%20ICs.doc), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references. 2. **A Technical Proposal** (max 5 pages), shall describe the methodology and the approach on how to fulfill the required deliverables as well as outline the major components of its implementation as per key deliverables chart above. 3. **Financial proposal,** that indicate the daily rate/fee USD as per template provided in Annex III. The daily fee must be all-inclusive. (Please note: daily rate and fees will should not include Mission Travel air tickets, visas and Daily Sustenance Allowance as these costs will be paid separately upon determining country missions) 4. **Letter of Confirmation of Interest and Availability** using the template provided in Annex IV.   Incomplete proposals may not be considered.  For any clarification regarding this assignment please write to rbap.icroster@undp.org |

**ANNEX I**

**Approved Methods and Tools**

The evaluation should be done in consultation with all relevant stakeholders, using a mixed method approach and a variety of participatory tools, with a focus on triangulation. The evaluation design needs to take into consideration the different stakeholder groups, their specific needs and inputs, in order to avoid biases in the overall analysis. On the other hand, it needs to be adequate to the scope and context of the evaluation, to the availability of resources, and to the needs of the project. Note, the appropriate use of face-to-face, telephone, and other communication technologies are required as travel to all countries is not feasible.

Possible examples of methods and tools that can be combined at different stages as part of the evaluation:

* Desk review and stakeholder mapping
* Briefing meetings and interviews with key project informants, including the UNV country teams and HQ, the project management team, key partners/ stakeholder representatives and others with an interest in the evaluation
* In-depth interviews with selected project stakeholders (appropriate use of face-to-face, telephone, and other communication technologies)
* Focus groups meetings with stakeholders
* Collecting evidence of what has been achieved and working backwards to determine whether and how the project or intervention contributed to change
* Micro-narratives – the collection and aggregation of short stories from beneficiaries to gain insight into most significant change
* Site visits to areas where the project is implemented (where applicable)

**ANNEX II**

**UNEG Norms and Standards for Evaluation (i.e. Gender & Human Rights)**

* **Norms:** [**http://www.unevaluation.org/document/detail/21**](http://www.unevaluation.org/document/detail/21)
* **Standards:** [**http://www.unevaluation.org/document/detail/22**](http://www.unevaluation.org/document/detail/22)

**ANNEX III**

**Financial Proposal Template**

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**Breakdown of Cost by Components:**

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| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  | Max. xx working days |  |
| Life Insurance |  |  |  |
| Medical Insurance |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| Total Lump sum Professional Fee |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. **Travel Costs** (to join duty station) |  |  |  |
| Travel Expenses |  | Returned ticket |  |
| Per diems |  |  |  |
|  |  |  |  |
| Total Travel Costs |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

**Annex IV**

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date

United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*International Consultant, UNDP and ROK Country level Partnership Mapping* under the [*UNDP Seoul Policy Centre*];
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

1. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
2. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3
3. I hereby propose to complete the services based on the following payment rate :

* A total lump sum of \_\_\_\_USD [*state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
4. I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
5. If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

* Sign an Individual Contract with UNDP;
* Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

1. I hereby confirm that *[check all that applies]*:

* At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
* I am currently engaged with UNDP and/or other entities for the following work :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UNDP Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
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* I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
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|  |  |  |  |  |

1. I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
2. ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
3. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature: Date Signed:

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1. The inception report will take advantage of the consultant’s experience in M&E, and will be based on the conclusions of the inception stage. It should particularly look at the evaluation questions, data sources and data collection methods. [↑](#footnote-ref-1)